

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE WORKER III
WATER AND SEWER DIVISION
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of journey-level and some lead maintenance duties as required in Water and Sewer Division. Work involves maintaining and repairing all water and sewer lines within Town limits; inspecting sewer lines by flushing, walking trunk lines, or television (video) for condition and damage; reporting to supervisors and assisting to make repairs if damage is found; flushing fire hydrants; repairing and maintaining water mains, water meters, and water services in all Town buildings and on Town property; performing crew leader responsibilities over seasonal maintenance workers on job sites; and operating a variety of specialized vehicles, power tools, asphalt equipment, trucks, loaders, and backhoes. Reports to the Water and Sewer Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Inspects trunk lines.

Repairs and maintains booster pumps.

Repairs and replaces damaged water mains.

Repairs and maintains sewer grinders.

Installs bathrooms in Town buildings.

Digs soil with equipment or by hand to repair water mains.

Loads trucks with gravel.

Removes and replaces broken water pipes.

Flushes fire hydrants and sewer lines.

Digs contaminated soil; hauls contaminated soil away.

Takes spoils from water main breaks to the landfill.

Locates buried valve boxes and manholes; digs to re-establish access.

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Relocates water meters.

Replaces sewer lines and laterals.

Performs flagman duties in work zone; detours traffic in work zones.

Checks on all after hour complaints; resolves problems during after hours/emergency duty.

Calls in Town electrician if traffic lights are temporarily out; places temporary stop signs

Removes dead animal from roads.

Fixes trip hazards on sidewalks.

Removes fallen trees from roads and Town property if access is blocked.

Places sand on isolated street icings.

Closes streets with barricades for water main breaks, power lines across roads, and/or other emergencies.

Turns on or off water service at residents' houses if after-hours during after hours/emergency duty.

Checks reports of dirty water in homes; flushes lines.

Checks on fire hydrant leaks; removes from service if needed; notifies fire board.

Checks sewer backups and water main breaks; requests crews; starts to repair problems.

Receives and/or reviews various records and reports such as work orders and complaints.

Prepares and/or processes various records and reports such as daily work reports, activity reports, timesheets, daily materials use, and daily equipment use.

Refers to current work orders, previous/completed work orders, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as van, dump truck, sewer rodder, backhoe, loaders, etc.

Uses a variety of tools such as air compressor, generator, trash pump, pump, tamper, etc.; and a variety of supplies such as gravel, base, coal mix, cement, lime, etc.

Interacts and communicates with groups and individuals such as the Water and Sewer Supervisor, crew leader, co-workers, Department of Public Works, and the general public.

ADDITIONAL JOB FUNCTIONS

Assists Street Maintenance crews with snow and ice removal, leaf removal, and laying driveway pipe.

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Cleans storm drains when clogged or flooded.

Assists Sanitation with regular trash pickup.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with two to three years of equipment operation experience; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a valid State commercial driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including backhoes, ditching machines, boring machines, hydro-hammers, air compressors, shovels, rakes, hand tools, etc. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of informational documents. Requires the ability to prepare time cards and job descriptions, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Mechanics.

Numerical Aptitude: Requires the ability to add and subtract totals and to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

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Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automobiles, trucks and other equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Water and Sewer Division of the Public Works Department as they pertain to the performance of duties of the Maintenance Worker III. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has working knowledge of the activities and methods practiced within the Water and Sewer Division of the Public Works Department. Has knowledge of and exercises the safe operational procedures for utilizing tools and equipment in the performance of daily activities. Is able to perform routine servicing of equipment and machinery. Is able to perform heavy manual labor. Has knowledge of the operation of all equipment and machinery used in the performance of specific duties. Is able to properly and safely operate and maintain equipment, machinery, and tools used in building, maintaining, installing, and repairing roads. Is able to keep accurate records of daily activities. Is able to understand and follow both oral and written instructions and complete work in a timely manner as prescribed. Is able to communicate effectively with supervisors, co-workers, members of the public, and various other groups involved in the operations of the department. Is able to use judgment in carrying out duties and responsibilities. Has knowledge of how to complete mathematical calculations. Has knowledge of the technical language and terminology used within the department. Is able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

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Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.